

# HAMILTON TOWNSHIP TRUSTEES

## January 6, 2016

Mr. Weber called the meeting to order at 6:00 p.m. with Mr. Weber, Mr. Walker, and Mr. Wallace present.

The Pledge of Allegiance to the Flag was recited by all in attendance.

Mr. Wallace made a motion and Mr. Weber seconded the motion to adopt the proposed agenda for the January 6, 2016 meeting.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Wallace made a motion and Mr. Weber seconded the motion to dispense with the public reading of the minutes and approve as written for December 16, 2015.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Abstain

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the board for the payment and withholding checks numbered 75615 through 75638 with Direct Deposit Vouchers 2015-2049 through 2015-2153 as written.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Abstain

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve for Payroll for Direct Deposit Vouchers 2016-1 through 2016-79 to approve as written.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Abstain

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the bills for payment cycle December 21, 2015 through December 25, 2015 checks numbered 75609 through 75614 as written.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Abstain

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the bills for payment cycle December 28, 2015 through January 1, 2016 checks numbered 75639 through 75641 as written.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Abstain

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the bills for payment cycle January 4, 2016 through January 8, 2016 checks numbered 75642 through 75695, with check number 75694 voided, as written.

Roll call as follows:           Kurt Weber           Yes  
                                  David Wallace        Yes  
                                  Joe Walker           Abstain

Mr. Weber welcomed Joe Walker to the board.

Selection of President and Vice President of the board is next on the agenda. As current president, Mr. Weber is open to entertain any nominations.

Mr. Walker made a motion and Mr. Weber seconded the motion to nominate Mr. Wallace as President of the board.

Roll call as follows:           Joe Walker           Yes  
                                  Kurt Weber           Yes  
                                  David Wallace        Yes

Mr. Walker made a motion and Mr. Wallace seconded the motion to nominate Mr. Weber as Vice President of the Board.

Roll call as follows:           Joe Walker           Yes  
                                  David Wallace        Yes  
                                  Kurt Weber           Yes

Ms. Brock requested a motion for official approval of the expenditures related to payroll salaries within the administration office for auditing purposes. The final appropriations were approved at the last meeting in December that outlines the split of salaries for the township administrator, finance coordinator, human resource manager, and front desk assistant.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the payroll salaries within the administration office for auditing purposes.

Roll call as follows:           Kurt Weber           Yes  
                                  David Wallace        Yes  
                                  Joe Walker           Yes

Ms. Brock requested a motion for a pay increase for Mike Posega due to successful completion of a Bachelor's degree in Fire Science in Emergency Services and Administration. A 1% pay increase per the union contract would become effective January 3, 2016.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the 1% pay increase for Mike Posega.

Roll call as follows:           Kurt Weber           Yes  
                                  David Wallace        Yes  
                                  Joe Walker           Yes

Ms. Brock would like to wish congratulations to Mike Posega for that great accomplishment.

Ms. Brock requested a motion for a personnel review in the Road Department. Justin Thompson has been working for the last year towards his Highway Worker II classification. He has successfully completed that as outlined by the union contract. Staff requests he be promoted to the Highway Worker II classification at the pay grade of \$14.91, effective Sunday January 3, 2016 pay cycle.

Mr. Weber made a motion and Mr. Wallace seconded the motion for the personnel promotion of Justin Thompson to Highway Worker II.

Roll call as follows:           Kurt Weber           Yes

David Wallace	Yes
Joe Walker	Yes

Ms. Brock requested a motion related to the personnel policy 5.01 compensation update for an amendment of section C regarding Direct Deposit where it allows employees to be provided with their paystubs bi-weekly via email instead of paper. This will save paper, be cost efficient, and also provides the information straight to the employee when the payroll is completed.

Mr. Weber made a motion and Mr. Wallace seconded the motion to amend the policy so that employees can use the new feature of UAN.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Ms. Brock requested a motion for authorization for the staff to sign off on the agreement to search for a temporary employee.

Mr. Weber made a motion and Mr. Wallace seconded the motion to authorize staff to sign off on the agreement for a temporary employee.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Ms. Brock requested a motion for authorization for the staff to sign off on the agreement for insurance.

Mr. Weber made a motion and Mr. Wallace seconded the motion to authorize staff to sign off on the agreement for insurance.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Mr. Warrick presented Resolution #16-0106. This is in regards to authorizing the quarterly authorization of blanket certificates and financial policies. If you recall, departments can do Purchase orders with a quarterly blanket for things that they are buying all the time, so they do not have to do individual Purchase Orders. They cannot do any quarterly blanket in excess of \$100,000. When buying something that is \$5,000 or more, even with the blanket, it must come before the board and anything on a normal basis that is \$1,000 or more has to be approved by the administrator.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #16-0106 regarding authorization for quarterly authorization of blanket certificates and financial policies.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Mr. Warrick presented Resolution #16-0106A. This is in regards to Direct Deposit. This resolution authorizes distributing checks for payroll related items and expenses. This is completed every year to process payroll, because they may get a direct deposit date before the trustees see it. Items related to payroll like health insurance, along with payments such as credit cards, where we are trying to avoid late fees, it is easier for administration to just pay those and get approval at the next meeting.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve Resolution #16-0106A, a resolution authorizing the disbursement of checks for payroll, payroll related withholdings and expenses, and other expenses.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Chief Reese presented a large Purchase Order request for \$5,809.00 for gap insurance renewal through VFIS for accidental death and dismemberment insurance. The policy is through VFIS and it is a renewal something that we have carried that is primarily for our part time employees. This year the policy is \$2,000 less than what it has been in the past due to a wage continuation that is no longer in the policy. The policy gives our part time employees a benefit if a disaster should happen, and it is a better policy than last year.

Mr. Weber made a motion and Mr. Wallace seconded the motion to approve the request for VFIS for \$5,809.00.

Roll call as follows:	Kurt Weber	Yes
	David Wallace	Yes
	Joe Walker	Yes

Chief Wheeler had nothing to report.  
Supervisor Hickey had nothing to report.

Mr. Wallace opened the floor to the public.

Amanda Wilson who lives on Eagle Creek wanted to discuss some rumors that are floating around to confirm and to see what is going on. She asked, "Who is currently the township administrator? Is there a letter of resignation that has been accepted?" She was advised that no decisions are made until the trustees go into session. Ms. Wilson also asked "Who is the legal counsel?" She was advised Warren Ritchie will be available through January 17, 2016 and that no decisions are made until Trustees go into executive session. To answer some of Ms. Wilson's questions related to legal counsel Mr. Weber read a quote from Mr. Ritchie's resignation letter to the Trustees. This letter stated that he would be available through January 17, 2016 for consult, but would not be available to attend any meetings beyond December 31, 2015

(Please note that it was later explained that the decisions were made by vote in open session after discussions in executive session)

Julie Perelman who lives on Chancellor Lane wanted to address when decisions are made. She wanted to discuss that there were phone calls made by several different people to Hamilton Township asking to speak with Gary Boeres and people were told that he no longer works at Hamilton Township. To her that means that somebody, at the Hamilton Township office thinks that Gary does not work in the office anymore. Second of all, she stated that phone calls to Mr. Ritchie's office show that he resigned effective the 30<sup>th</sup> of December. She asked if the letter read earlier was from Warren Ritchie. She was advised by Mr. Weber that the letter is from Mr. Ritchie and that he is out of the office the first two weeks of January, which essentially means his resignation was on December 31, 2015. Ms. Perelman said, "I would only like to go on record to say that it brings into question that decisions that are made, resolutions that are brought forth by the trustees, and the outcomes of legal counsel. Legal counsel needs to be present in order to review things that are passed. That is the way that it works. The issue that you addressed earlier about moving the responsibilities of signing documents and hiring temporary personnel, I am assuming interestingly, you are saying you did not know that Gary is no longer going to be working here; but is that being done because the administrator is not here to do that work is my question." She was advised that Gary is not here right now, he is still employed here but he is not here right now and things need to be done. We cannot make any decisions. Julie Perelman asks why it was necessary to approve someone else doing Mr. Boeres' work. She is advised that the temporary personnel for whom approval was needed was for the receptionist position.

Mike Cremeans 9603 S State Route 28 wanted to applaud Mr. Wallace for his answers and to say that the three Trustees will let everyone in the township know when decisions are made. He stated “In their defense they are not allowed to talk about public employees in their position.”

Amanda Wilson wanted to know if the floor will be opened back up tonight after executive session or if that will be in two weeks? She was advised that if any decisions are reached in executive session The Trustees will report on those decisions afterwards. Ms. Wilson asked, “When is your next executive session?” She is advised that the next executive session is this evening. She asks “After the meeting, will the floor be opened back up?” She is advised that The Trustees will be unable to discuss any employee that is talked about in executive session.

Mr. Wallace closed the floor to the public.

Trustees’ Business at Hand: Mr. Weber was going to bring up the resignation of Mr. Warren Ritchie, Legal Counsel.

Mr. Wallace made a motion and Mr. Weber seconded the motion to go into Executive Session at 6:25 pm regarding employee matter for trustees only and that if they need anyone else they will call for them.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Wallace made a motion and Mr. Weber seconded the motion to come out of Executive Session at 7:11 pm.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Wallace made an amendment that Ray Warrick was spoken with in Executive Session.

Mr. Wallace made a motion and Mr. Weber seconded the motion to accept Warren Ritchie’s resignation effective January 17, 2016 and that a search will begin for a replacement.

Roll call as follows:	David Wallace	Yes
	Kurt Weber	Yes
	Joe Walker	Yes

Mr. Wallace made a motion and Mr. Walker seconded the motion to accept a separation agreement with Gary Boeres for separation from employment without cause. Mr. Wallace asked for discussion.

Mr. Weber would like to thank Gary for service to Hamilton Township. He stated “Gary Boeres has been a great administrator, is a great administrator. I enjoyed working with him over the past 4 to 5 years. He worked at the township for 18 years and if it were up to me, he would still be our administrator. I am only one Trustee and as far as this separation agreement goes, it is something that a separation agreement does it is something that Mr. Boeres is in agreement with in concept. Also it does protect the township, it provides for severance and benefits. If it would have been a termination or anything like that then I would have been against that. I am going to vote yes on this I just wanted to discuss that, and just wanted to thank Gary for all his service to the township. He truly has done a great job and had a lot to do with bringing us out of fiscal emergency.”

Roll call as follows:	David Wallace	Yes
	Joe Walker	Yes
	Kurt Weber	Yes

Mr. Wallace made a motion and Mr. Walker seconded the motion that all the administrative duties will be administered by the current Fiscal Officer until appointment of a new administrator.

Roll call as follows:            David Wallace            Yes  
   Joe Walker                Yes  
   Kurt Weber                No

Mr. Weber made a motion and Mr. Wallace seconded the motion that the hiring process and the process of advertising for the vacant administrative position should begin.

Roll call as follows:            Kurt Weber                Yes  
   David Wallace            Yes  
   Joe Walker                Yes

Mr. Wallace made a motion and Mr. Walker seconded the motion that the meeting be adjourned at 7:16 pm.

Roll call as follows:            David Wallace            Yes  
   Joe Walker                Yes  
   Kurt Weber                Yes